



City of Minneapolis

CAREER OPPORTUNITIES BULLETIN

WEEK of September 30, 2013

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

CONTRACT COMPLIANCE OFFICER – C – Exam #21276 Hourly Salary: \$23.10 up to \$32.20

There is currently one (1) full-time, non-exempt vacancy to be filled in the Contract Compliance Division of the Civil Rights Department. Incumbent must travel to various construction job sites. Conduct and lead others in conducting desk reviews, electronic payroll reviews, on site interviews, investigations, meetings and enforcement activities to ensure contractor compliance with Chapters 139 and 423 of the Minneapolis Code of Ordinances, the Davis Bacon Act, 40 USC, HUD Section 3, 24 CFR 135 and other local and federal laws, rules and policies related to prevailing wage and equal employment opportunity within the geographic area of the City of Minneapolis. **Qualifications: Required Education:** Bachelor's Degree in accounting, statistics, public administration, law, business administration, human relations, or a construction-related area with course work in equal opportunity and affirmative action history and legislation. **Required Experience:** Two (2) years of experience performing directly related duties in the Civil Rights field as well as experience with contracts, regulatory compliance, auditing/accounting, and project management. For this specific vacancy, experience in the Civil Rights field with specific focus in construction is highly desired. **Equivalency:** An equivalent combination of education/experience may be considered. **Anyone may apply. Applications accepted through Friday, October 11, 2013.**

SENIOR APPLICATIONS ANALYST – Exam #21277 Annual Salary: \$64,386 up to \$88,616*Market adjustment may apply

There is currently one (1) exempt, full-time vacancy to be filled in the ERP Division of the City of Minneapolis IT department. The Senior Applications Analyst (Financials / Supply Chain Administrator (FSCM) / Developer), located in Information Technology department, provides IT services to the City of Minneapolis Finance Department, and related City departments. **Qualifications: Required Education:** Bachelor's degree in Computer Science, Management Information Systems, or a closely related field. ***Note:** Interview may not be granted without proof of education. You are encouraged to submit copies of transcripts (showing successful completion of coursework) NOW with your official City application. **Required Experience:** At least six (6) years of experience required, which have included application development and support, including at least four (4) years of experience performing duties similar to those described above and using specific technical tools. Prior experience as a Lead Developer / Administrator of PeopleSoft FSCM, (with ideally version 9.x experience) is required. Prior experience in PeopleSoft installations, upgrades, & new releases - including Fit/Gap analysis and retrofitting is required. Proficiency with PeopleTools (ideally 8.49 or better), PeopleCode, and other tools (SQR, Application Engine, Messaging, Component Interfaces, etc.) is required. **Equivalency:** An equivalent combination of related education/experience may be considered. **Anyone may apply. Applications accepted until candidate pool has been established, determined by HR.**

SOFTWARE ENGINEER II (Solution Developer) – AMENDED – Exam #21269 Annual Salary: \$64,386 - \$88,616

There is currently one exempt, full-time vacancy to be filled in the IT Department. Incumbent reports to the Manager of Solution Development & Engineering and may receive daily work direction from senior software engineers. Primary responsibilities include the following. The Software Engineer II (SD/Dev) works as a member of the IT Solution Development & Engineering team to design, build, and implement e-government and business applications, integration middleware and other custom-built software solutions. Work includes designing new systems, and enhancing / upgrading existing systems. **Qualifications: Required Education:** Bachelor's Degree in Computer Science, Software Engineering, or a closely related field. **Required Experience:** Six years of relevant experience designing and developing object-oriented software products in Microsoft ASP.net or Java, Web Services, MSMQ, using both MS SQL Server and/or Oracle DBMS back-ends. Experience developing these software systems for deployment into enterprise-level infrastructures is required. **Equivalency:** An equivalent combination of related education/experience may be considered. Background check may be required. **Applications accepted through Monday, October 7, 2013.**

INSPECTOR, HOUSING II – Exam #21272 Hourly Salary: \$23.10 up to \$32.20

There is currently one (1) full-time, non-exempt vacancy to be filled in Regulatory Services. Although work is normally performed between 8:00 a.m. to 4:30 p.m., employees may be requested to work beyond the normal work hours from time to time or be requested to routinely work a different shift. This position is open to all applicants. **Primary Responsibilities:** Respond to complaints for nuisance condition violations, interior and exterior structural complaints and inspect assigned buildings and premises for compliance with the Housing Maintenance Code, including the rental dwelling license ordinance and related ordinances. **Qualifications:** **Required Education:** Associate's Degree in Building Inspection Technology, a Certification in Building Inspection Technology or a Bachelor's degree in Environmental Health, Public Health or related field. **Required Experience:** One year of experience as an Inspector, Housing I with a background in Housing Inspection, Building Inspection or Zoning Code Administration. **Equivalency:** An equivalent combination of related education/experience may be considered. **License/Certificates:** Must possess and maintain a valid Driver's License while employed in this position. The employee appointed to the position must become certified as a Property Maintenance Inspector, through ICC, within one (1) year of the appointment to the position. As part of an internal career development program, the Inspections Division will assist the employee in obtaining this certification. Background check and drug/alcohol test may be required. **Applications accepted through Wednesday, October 2, 2013.**

Case Investigator Exam #21266 Annual Salary: \$47,452.00 up to \$65,226.00

The City of Minneapolis Attorney's Office is accepting applications for a Case Investigator. The Case Investigator will investigate Criminal cases to facilitate prosecution of such cases. Confer with law enforcement officials, defendants, witnesses, and others. Prepare reports and other documents. **Qualifications:** **Education:** Two (2) years of post-secondary education in Criminal Justice, Sociology, Psychology or a closely related field. **Experience:** Two (2) years investigative experience including actual interviewing. **Equivalency:** An equivalent combination of related education / experience may be considered. **Licenses:** Valid Driver's License. An equivalent combination of related education and experience will be considered. For a complete job announcement and to apply online please visit www.minneapolismn.gov/jobs. **ALL APPLICANTS ARE REQUIRED TO FOLLOW THE APPLICATION PROCESS OUTLINED IN THE JOB ANNOUNCEMENT APPLICANTS FAILING TO FOLLOW THE PROCESS WILL NOT BE CONSIDERED.** **Open for applications through October 4, 2013.**

APPOINTED POSITIONS

DIRECTOR, ASSESSMENTS, An Appointed Position Annual Salary: \$92,656 - \$102,410

Currently seeking a polished, engaging and energetic candidate with demonstrated leadership skills in assessment administration as well as previous performance management experience with a commitment to excellence in a high-energy office. The City of Minneapolis is seeking candidates for a highly visible leadership position reporting to the City Assessor. As the **Director of Assessments** this individual will understand the overall mission of the organization and ensure that each division contributes to the success of the mission. This position involves motivating, training and creating a positive climate for change. The Director should embrace the assessment profession as a challenging and enjoyable career choice. **Qualifications:** **Required Education:** Bachelor's Degree in Real Estate, Architecture, Engineering or equivalent. **Required Experience:** Six (6) years of municipal work experience in appraisal work for assessment purposes which have included supervisory and management experience. Certified Senior Accredited Minnesota Assessor. Background check and drug/alcohol test may be required. **Applications accepted through October 11, 2013.**

CITY EMPLOYEES ONLY

Committee Clerk #21271 Salary hourly \$19.83 up to 27.14 RESTRICTED

A Committee Clerk, under general (minimal) supervision, does specialized clerical work of considerable difficulty and complexity. The current vacancy is with the Department of Community Planning & Economic Development (CPED)-Development Services Division. The position supports the development-related boards and commission staffed by CPED as well as provides support to other CPED staff as directed by the manager. Must be able to use Windows XP and Microsoft Office Suite software (emphasis on Word, Excel, Access Database), copy machine, telephone and fax machine. **Qualifications:** High School diploma or equivalent. **Experience:** Three (3) years of senior level clerical experience. **For a complete job description and requirements please review the job announcement in detail at www.minneapolismn.gov.** Applications accepted through Wednesday, October 2, 2013.

Human Resources Senior Associate-Benefits #21270 Hourly salary: \$21.30 up to \$27.01 RESTRICTED

Assist professional staff by performing diverse and complex tasks in the delivery of a variety of benefits-related services or programs to City operating departments. **Qualifications:** High School Diploma. Post-secondary education is preferred. **Experience:** Three (3) years of senior-level clerical experience. Experience administering retiree medical continuation and COBRA is preferred. **For a complete job description and requirements please review the job announcement in detail at www.minneapolismn.gov.** Applications accepted through Friday, October 4, 2013.

Committee Clerk #21271 Salary hourly \$19.83 up to 27.14 RESTRICTED to CPED

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The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.

The City of Minneapolis is an Equal Opportunity Employer